



# National Science Foundation

## *Senior Executive Service Vacancy*

**ANNOUNCEMENT NUMBER:** S20040078-C

**OPEN:** 05/14/2004

**CLOSE:** 06/25/2004

**POSITION VACANT:** Deputy Chief Financial Officer and Director, Division of Financial Management

(DFM), Office of Budget, Finance and Award Management (BFA)

**LOCATION:** Arlington, Virginia

**SALARY RANGE:** \$133,000 - \$145,600 per annum

**AREA OF CONSIDERATION:** All Qualified Applicants

**Announcement is for a career appointment.**

**STATEMENT OF DUTIES:** Serves as NSF's Deputy Chief Financial Officer and as Director, Division of Financial Management. The incumbent is a member of the BFA leadership team and the Foundation's principal spokesperson in the area of financial management. As Deputy Chief Financial Officer, the incumbent provides assistance to the Chief Financial Officer in complying with the provisions of the Chief Financial Officers (CFO) Act of 1990 (Public Law 101-576) and the Government Management Reform Act of 1994 (GMRA). As Director, Division of Financial Management the incumbent is the NSF principal advisor for financial functions and senior accountant, developing financial policies affecting the control and disbursement of NSF funds, which total nearly four billion dollars per year. The Division Director, DFM provides leadership and direction to the Division, which provides funds control, payroll, and disbursing services and maintains accounting systems to manage the financial aspects of NSF operations and to produce timely and accurate data for financial and budgetary purposes. The Division Director is responsible for the development, coordination and direction of financial management policies, programs and operations as well as the design of modern automated business management systems. In addition, the Division Director is responsible for effective liaison with approximately 2,000 university business offices to ensure compliance with NSF financial policies as well as the financial coordination of the National Centers.

### QUALIFICATIONS REQUIREMENTS

#### EXECUTIVE/MANAGERIAL

#### Essential

1. **Leading Change.** Demonstrated ability to develop and implement an organizational vision that integrates key national science, technology, and education goals. Includes understanding of the relative roles and relationships of Federal, academic and private organizations involved in the development and support of programs to improve the status of engineering, science, technology, and mathematics research and education. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People.** Demonstrated ability to achieve organizational objectives by creatively managing and motivating staff. Includes the knowledge and ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.

3. **Results Driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing, and coordinating large, complex programs. Includes the ability to make timely and effective decisions and to produce results through strategic planning, and the implementation and evaluation of programs and policies. Includes the ability to address and balance complex and diverse program requirements within available resources in response to major changing needs in engineering, science, technology, and mathematics education.
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and to take advantage of new technologies to enhance the effectiveness of decision making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as the senior spokesperson for a major organization involved in the support of engineering, science and technology development initiatives, and to foster partnerships. Includes the ability to coordinate organizational strategy and initiatives with representatives of engineering, scientific and business communities and with representatives of state governments. Includes ability to interact constructively with Congress, Federal officials, representatives of professional organizations and the public.

## **PROFESSIONAL/TECHNICAL**

### **Essential**

1. Advanced degree and/or recognized independent certification in field such as accounting, financial and grants management, finance, business administration, economics, public administration or information systems.
2. Demonstrated ability and experience in accounting, budget execution, financial and management analysis, and systems development, and not less than 6 years practical experience in financial management at large government entities (as required by Public Law 101-576, Chief Financial Officers Act of 1990). Certified Public Accountant (CPA) and/or Certified Government Financial Manager (CGFM) preferred.
3. In-depth knowledge of and experience with governmental budgeting; financial and cost accounting and reporting concepts and principles; performance measurement; and internal management control and accountability processes.
4. Managerial or other practical involvement in the design, implementation, integration, operation or evaluation of financial management systems in large government entities, and in the use of automated tools to disseminate and receive information.
5. Knowledge of current and emerging issues and developments in the financial and business fields, including a knowledge of and ability to apply innovative financial management techniques.

### **Desirable**

1. Demonstrated ability to achieve organizational goals through effective and innovative management approaches emphasizing interdisciplinary coordination and teamwork.
2. Experience in designing, streamlining, and implementing organization structures in government financial management or other operations.
3. Ability to relate financial management objectives to operations outside the financial management chain of command, and to foster communication, cooperation, and collaboration within and outside this chain of command in support of those objectives.

4. Knowledge of and experience with techniques relevant to determining customer needs, and to evaluating services provided to those clients.
5. Demonstrated ability to effectively implement financial management policies in complex organizations.

### GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veterans' preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. **Final selection of career appointees requires the approval of the U.S. Office of Personnel Management. OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the U.S. Office of Personnel Management website at <http://www.opm.gov/ses/handbook.html>. The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

### EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

### APPLICATION INSTRUCTIONS

*Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.*

- 1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at <http://www.opm.gov/forms/html/of.htm>.
- 2.) Narrative statement addressing your background in terms of (a) the executive/managerial and (b) the professional/technical requirements.**
- 3.) NSF Form 1232, "Applicant Survey." *Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.***

**APPLICATION SUBMISSION:** Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20040078-C, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov/>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify) _____  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify) _____     | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify) _____                   | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify) _____  |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;  
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs  
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: \_\_\_\_\_

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER